

Town of Amherst Traffic Impact Analysis Program Information

Effective November 1, 2008

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Background and References

In 2006 the Virginia General Assembly approved legislation that expands the Virginia Department of Transportation's role in land planning and development review processes. In summary, effective July 1, 2008 VDOT has been given the authority and responsibility to review and comment on a traffic impact analysis (TIA) that is to accompany each major development proposal. The details of the new rules are outlined in documents available at the following websites:

- §15.2-2222.1 of the Code of Virginia: <http://leg1.state.va.us/cgi-bin/legp504.exe?000+cod+15.2-2222.1>
- VDOT Regulations at 24 VAC 30-155: <http://leg1.state.va.us/000/reg/TOC24030.HTM#C0155>
- VDOT's TIA Administrative Guidelines: <http://www.virginiadot.org/projects/chapter527/default.asp>

Sec. 18.1-919.9 of the Town Code states that "the study or studies required by traffic impact review regulations shall be submitted to the reviewing authority as required and a full written response by the appropriate reviewing authority submitted to the zoning administrator along with the application for approval of the development proposal prior to the application being considered complete. As such, the time required for the traffic impact review shall not overlap with the time required for the return of a decision by any Town agency" and that "all fees required for the traffic impact review shall be paid by the person submitting the development proposal."

Applicability

Although they apply only to relatively large developments, the following types of local planning processes are subject to the new study and comment rules:

- Comprehensive Plans or amendments thereto
- Rezoning (for the purposes of the VDOT TIA program, conditional use, special use, and special exemptions are considered rezonings)
- Subdivision Plats, Site Plans or Plans of Development

Vastly different transportation impact "thresholds" apply to each process. Refer to the regulations for information as to when a transportation impact analysis will be required for each class of application. These are summarized on Page 3.

Town of Amherst Traffic Impact Analysis Procedure

Effective November 1, 2008

Policies

General inquiries regarding Town policies and procedures are directed to the Zoning Administrator's office. Pre-application conferences for all development matters are encouraged as per §18.1-1002.03.02 of the Town Code and are coordinated by the Zoning Administrator.

The Commonwealth of Virginia requires VDOT review of traffic impact analyses in certain situations. It is the Town's policy to require that the developer fulfill all requirements imposed upon the Town of Amherst insofar as practical, including the preparation of all forms, payment of all fees and delivering plans and studies to the appropriate VDOT office. The Town of Amherst will facilitate meetings with VDOT and/or provide required local government submittal letters as required by that agency as requested by a developer.

Process

Developers are required to determine and certify whether their project requires a TIA. This determination is subject to review by the Town of Amherst and/or VDOT. A completed Certification of Compliance with Traffic Impact Analysis Requirements form is to be included with each Comprehensive Plan (or amendment thereto), Rezoning, Subdivision Plat, Site Plan or Plan of Development application package.

If the thresholds that require a TIA are met, the TIA is to be submitted along with other pertinent application materials and the appropriate fees concurrently to VDOT and to the Zoning Administrator. The applicant is responsible for delivering all materials and application fees directly to VDOT. All VDOT requirements apply. "Tolling" on any deadline for a decision by the Town of Amherst on any application will not start until after the official and final TIA review materials are received by the Zoning Administrator from VDOT.

If the applicant believes that the threshold for a required TIA is not met, he may provide information outlined on the Certification of Compliance with Traffic Impact Analysis Requirements form and "self certify" the exemption. This form is to be submitted to the Zoning Administrator along with other pertinent application materials and appropriate fees.

The local VDOT contact is

Mike McCormack

Amherst Residency Administrator

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TRAFFIC IMPACT ANALYSIS REGULATIONS REQUIREMENTS

Process		Threshold	Review Process*	Fee**
Comprehensive Plan and Plan Amendments		5,000 VPD on state-controlled highways, or Major change to infrastructure / transportation facilities	Application submitted to VDOT for review and comment VDOT may request a meeting with the locality within 30 days Review to be completed in 90 days or later if mutually agreed	\$1000 covers first and second review (No fee if initiated by locality or other public agency)
Rezoning	Residential	100 VPH on state-controlled highways, or 100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or 200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application submitted to VDOT for review and comment VDOT may request a meeting with the locality and applicant within 45 days Review to be completed in 45 days if no meeting is scheduled or within 120 days otherwise NOTES: 1. When a related comprehensive plan revision and rezoning proposal are being considered concurrently for the same geographical area, then only a rezoning TIA package is required.	For first and Second review: \$500 - 100 VPH or less \$1000 - more than 100 VPH (No fee if initiated by locality or other public agency)
	All Other Land Uses ***	250 VPH or 2500 VPD on state-controlled highways, or 250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		
Subdivision Plat, Site Plan, or Plan of Development	Residential	100 VPH on state-controlled highways, or 100 VPH on locality maintained streets AND within 3000 feet of a state maintained highway, or 200 VPD AND more than doubles current traffic volume on a state controlled highway	TIA and Application and Plans submitted to VDOT for review and comment. VDOT may request a meeting with the locality and applicant within 30 days Review to be completed in 30 days if no meeting is scheduled or within 90 days otherwise NOTES: 1. Not required IF assumptions and conclusions remain valid in the Rezoning TIA submitted to VDOT in accordance with Chapter 527 (must include copy of previous TIS if rezoning approval is more than 2 years old) 2. Required IF a Rezoning TIA was NOT submitted to VDOT in accordance with Chapter 527 3. Required IF conditions analyzed in Rezoning TIA submitted to VDOT in accordance with Chapter 527 have materially changed such that adverse impacts to state-controlled highways have increased	For first and Second review: \$500 - 100 VPH or less \$1000 - more than 100 VPH (No fee if initiated by locality or other public agency)
	All Other ***	250 VPH or 2500 VPD on state-controlled highways, or 250 VPH or 2500 VPD on locality maintained streets AND within 3000 feet of a state maintained highway		

* For proposals generating less than 1000VPH the locality and/or applicant may request a Scope of Work Meeting with VDOT. For proposals generating 1000 VPH or more the locality and/or applicant shall hold a Scope of Work Meeting with VDOT.

** Third or subsequent submissions require additional fee as though they were an initial submission.

*** For mixed use developments, a proposal is deemed to have significant impact if the trips associated with the residential component exceed 100 VPH, or if the total trips generated exceed either 250 VPH, or 2500 VPD.

Source: VDOT, September 2007

AFFIDAVIT OF COMPLIANCE
WITH THE
CHAPTER 527 TRAFFIC IMPACT ANALYSIS REQUIREMENTS

Project Name: _____

Applicant's Name: _____

Project Site Address: _____

Tax Map Parcel Reference: _____

Estimated Trips per Day: _____

Application type:

- ☐ Comprehensive Plan or amendment
- ☐ Rezoning
- ☐ Subdivision Plan, Site Plan, or Plan of Development

Please check which applies:

- ☐ My application does not meet the thresholds according to 24 VAC 30-155-40. Please sign at the bottom of this sheet.
- ☐ My application meets at least one of the thresholds according to 24 VAC 30-155-40. This TIA accompanies this Affidavit.

Provide justification for the estimated trips per day on a separate page and attach to this affidavit.

I attest the information provided in this affidavit and the attachment is accurate and reasonably represents the referenced project.

Applicant's signature

Date

The foregoing instrument was acknowledged before me this ____ day of _____, ____
by:

Notary Public Name

Notary Public Signature

My commission expires: _____

Comprehensive Plan or Plan Amendment Package Checklist

Traffic Impact Analysis Regulations: 24 VAC 30-155-50

For a comprehensive plan or a transportation plan, the locality shall provide:

- ☐ **A COVER SHEET**, containing:
 - ☐ **CONTACT INFORMATION** for the locality, and
 - ☐ **SUMMARY OF MAJOR CHANGES** made to the comprehensive plan or transportation plan;
- ☐ **THE PROPOSED COMPREHENSIVE PLAN OR TRANSPORTATION PLAN** and the following elements:
 - ☐ **INVENTORY** – An inventory (written or graphic) of the existing transportation network, which shall include at a minimum all roadways within the Federal Aid system (any roadway classified as a Major or Urban Collector or higher functional classification or is included within the Federal Highway Administration's National Highway System). VDOT Residency staff can provide assistance regarding which roadways must be included in the inventory.
 - ☐ **ASSUMPTIONS** – Planning assumptions directly influence the demand placed on the transportation system. Details on the planning assumptions shall include, but need not be limited to population growth, employment growth, and location of critical infrastructure such as water and sewer facilities.
 - ☐ **NEEDS ASSESSMENT** – Written or graphic evaluation of the transportation systems current and projected performance and conditions.

This evaluation should compare the existing transportation system with the future land use policies and maps in order to determine how future growth will affect the transportation system.

The needs assessment will identify specific deficiencies based on current conditions as well as future improvements to serve the quantity, type, location, and density of anticipated development based on the future land use policies and maps.

It is not necessary to have the identification of specific deficiencies prepared by a transportation professional. It could be a list of transportation facilities that, in the experience of the citizens, Planning Commission, or governing board, are deficient.
 - ☐ **RECOMMENDATIONS** – Proposed improvements or additions to transportation infrastructure.

Recommendations should be specific so that the need, location and nature of the proposed improvements are clear and understandable. The recommendations should address some or all of the needs identified in the needs assessment step, above.

Proposed transportation improvements and additions should be consistent with the future land use policies and map.

Localities are encouraged to include pedestrian, bicycle, transit, rail and other multi-modal recommendations as they deem appropriate.
 - ☐ **MAP** - The transportation plan shall include a map showing road and transportation improvements, taking into account the current and future needs of residents in the locality while considering the current and future needs of the planning district within which the locality is situated.
 - ☐ **COST ESTIMATES** - Recommended improvements shall include cost estimates as available from VDOT.

☐ **FEEs**

- ☐ A \$1,000 fee paid by the applicant for the initial or if necessary the second review of a comprehensive plan and transportation plan, not initiated on behalf of the locality.
- ☐ For a third or subsequent submission of a comprehensive plan and transportation plan, not initiated on behalf of the locality, that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is \$1,000.

For an amendment to a comprehensive plan or transportation plan, the locality shall provide:

☐ **A COVER SHEET**, containing:

- ☐ **CONTACT INFORMATION** for the locality;
 - ☐ **SUMMARY OF PROPOSED AMENDMENT** or amendments to the comprehensive plan or transportation plan; and
 - ☐ **OVERVIEW** of reasoning and purpose for amendments.
- ☐ **APPLICATION FORMS** and documentation presented to or prepared by the local jurisdiction,
- ☐ **ASSOCIATED MAPS OR NARRATIVES** that depict and detail the amendment under consideration,
- ☐ **ANY CHANGES** to the planning assumptions associated with the amendment, and
- ☐ **LOCAL ASSESSMENT** of the potential impact it may have on the transportation system.
- ☐ **ELEMENTS IDENTIFIED ABOVE** (4th checkbox) that VDOT determines are needed in order to review and comment on impacts to state-controlled highways.

☐ **FEEs**

- ☐ A \$1,000 fee paid by the applicant for the initial or second review of an amendment to a comprehensive plan and transportation plan, not initiated on behalf of the locality.
- ☐ For a third or subsequent submission of an amendment to a comprehensive plan and transportation plan, not initiated on behalf of the locality, that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is \$1,000.

COMPREHENSIVE PLAN OR PLAN AMENDMENT PACKAGE COVER SHEET
Traffic Impact Analysis Regulations: 24 VAC 30-155-40

Contact Information

a. Locality

i. Name

ii. Address

iii. Contact Person

iv. Phone Number

v. Email Address

b. Summary of Major Changes or Amendment(s) made to the comprehensive plan or transportation plan

c. Overview of reasoning and purpose of amendments

Rezoning Package Checklist

Traffic Impact Analysis Regulations: 24 VAC 30-155-40

- ☐ **A COVER SHEET** containing:
 - ☐ **Contact Information** for the
 - ☐ Locality,
 - ☐ Developer (or owner), if applicable;
 - ☐ **Site Information**
 - ☐ Rezoning location,
 - ☐ Highways adjacent to the site,
 - ☐ Parcel number or numbers;
 - ☐ **Proposal Summary** with the
 - ☐ Development's name,
 - ☐ Size (acreage),
 - ☐ Proposed zoning;
 - ☐ Proposed types of land uses, including maximum number of lots or maximum business square feet, and
 - ☐ **A Statement** regarding the proposal's compliance with the comprehensive plan.
- ☐ **A TRAFFIC IMPACT ANALYSIS** prepared in accordance with 24-VAC-30-155-60.
- ☐ **A CONCEPT PLAN** of the proposed development.
- ☐ **ANY PROFFERED CONDITIONS** submitted by the applicant.
- ☐ **FEES** -
 - ☐ **For the initial or second review** of a rezoning proposal, a single fee for both reviews will be determined by the number of vehicle trips generated per peak hour of the generator, as follows:
 - ☐ 100 or less vehicles per peak hour - \$500
 - ☐ More than 100 vehicles per peak hour - \$1,000
 - ☐ **For a third or subsequent submission** of a rezoning proposal that is requested by VDOT on the basis of the failure of the applicant to address deficiencies previously identified by VDOT, the fee is equal to the initial fee paid.

REZONING PACKAGE COVER SHEET
Traffic Impact Analysis Regulations: 24 VAC 30-155-40

1. Contact Information

a. Locality

i. Name

ii. Address

iii. Contact Person

iv. Phone Number

v. Email Address

b. Developer (or owner), if applicable

vi. Name

vii. Address

viii. Phone Number

ix. Email Address

2. Site Information

a. Rezoning location

b. Highways adjacent to the site

c. Parcel number or numbers

3. Proposal Summary

a. Development's name

b. Size (acreage)

c. Proposed zoning

d. Proposed types of land uses, including maximum number of lots or maximum business square feet

4. Statement regarding the proposal's compliance with the comprehensive plan

SUBDIVISION PLAT or SITE PLAN PACKAGE COVER SHEET
Traffic Impact Analysis Regulations: 24 VAC 30-155-40

1. Contact Information

a. Locality

i. Name

ii. Address

iii. Contact Person

iv. Phone Number

v. Email Address

b. Developer (or owner), if applicable

i. Name

ii. Address

iii. Phone Number

iv. Email Address

2. Site Information

c. Development location

d. Highways connected to the site

e. Parcel number or numbers

3. Proposal Summary

f. Development's name

g. Size (acreage)

h. Proposed zoning
